



## Voluntary Protection Program (VPP)

The VPP is the Occupational Safety and Health Administration's (OSHA's) most prestigious safety and health program. It is designed to recognize and promote effective safety and health management. In the VPP, management, labor, and OSHA establish a strong cooperative relationship at a workplace.

Investment in the VPP program is a smart allocation of resources. VPP sites experience fewer employee injuries and illnesses, reduced workers' compensation costs, improved productivity and improved employee morale, recognition in the community, and improvement of programs that are already good, through the internal and external reviews that are part of the VPP application process. Federal worksites approved for VPP are not targeted by OSHA for a programmed inspection.



NASA's Langley Research Center was approved for membership in the VPP Star Program in 1998. Star participants meet all VPP requirements.



**YOUR PREPAREDNESS FOR AN AUDIT OF NASA SAFETY AND HEALTH PROGRAM POLICY WITH THESE SAMPLE AUDIT GUIDE QUESTIONS.**

### MANAGEMENT:

1. Annually, NASA work areas are inspected to recognize and evaluate hazards of your work environment. Who performs these inspections?
2. If a fatality or inpatient hospitalization of three or more NASA employees occurs due to a work-related incident, what is the timeframe to report these incidents to OSHA?
3. Where are the annual NASA reports to OSHA regarding occupational illnesses and injuries maintained?

### GENERAL:

1. How long are occupational health records and reports maintained?
2. What actions are taken by your supervisor if an unsafe or unhealthful condition is identified?
3. If an unsafe or unhealthful condition exists in your workspace what is posted to inform employees of this condition?
4. Who is responsible for providing you specialized job safety and health training?
5. If you are assigned a collateral duty related to safety and health, which organization within NASA is responsible for administering training?

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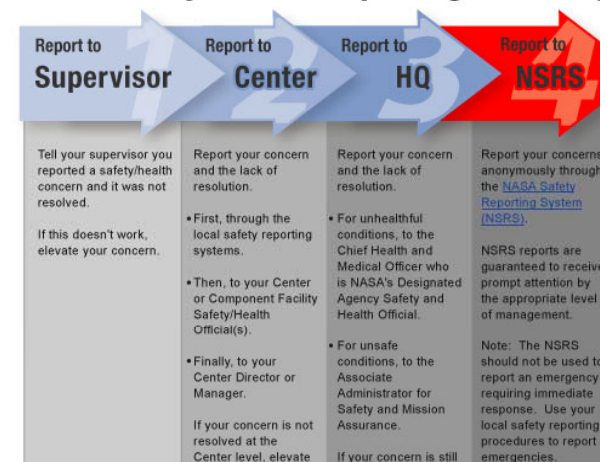
## NASA SAFETY AND MISSION ASSURANCE REQUIREMENTS

**NPD 8710.2  
and  
NPR 8715.1**

## NASA Safety and Health Program Policy

### Compliance Verification Guide

### NASA Safety/Hazard Reporting Hierarchy



### OFFICE OF SAFETY AND MISSION ASSURANCE

This brochure is intended to be used as a guide only, not as a replacement for the actual policy. To review Safety and Health Program Policies (NPD 8710.2 & NPR 8715.1) in their entirety, see <http://www.hq.nasa.gov/office/codeq/doctree/texttree.htm>

## What are your responsibilities to ensure a safe and healthy work environment?

- ▶ To whom do you report your safety concerns?
- ▶ What progressive steps are followed if your safety concerns are not resolved?

## MINIMUM AUDIT POINTS FOR NPD 8710.2 AND NPR 8715.1

### Leadership and Management

#### ▶ Supervisor

- Immediately issues a Notice of Unsafe or Unhealthful Condition (NASA Form 1390) in prominent locations when a reported unsafe or unhealthful condition exists.
  - [Objective Quality Evidence \(OQE\) – NASA Form 1390 or Equivalent](#)
- Provides appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed.
  - [OQE – Documented Training](#)

#### ▶ [NASA Center or Component Facilities Safety Committees](#) establish Safety and Health Committees with equal representation of management and non-management employees. Center/Facility committees shall meet at least quarterly and national committees shall meet at least annually - [OQE – Safety and Health Committee Participant and Meeting Attendance Lists](#)

#### ▶ [NASA Center or Component Facility Safety and Health Office](#)

- The Center or Component Facility Safety and Health Office(s) shall provide occupational safety and health training for the following: (1) Supervisory employees. (2) Safety and health specialists through courses, laboratory experiences, field study, and other formal learning experiences. (3) Safety and health inspectors with respect to

appropriate standards to address the designated topics and the use of appropriate equipment and testing procedures. (4) Collateral duty safety and health personnel and all members of certified occupational safety and health committees commensurate with the scope of their assigned responsibilities.

- [OQE – Special Conditions/Procedures Associated with NASA Form 1390](#)

### Core Process

#### ▶ [Supervisor](#)

- shall promptly prepare an abatement plan with the appropriate participation of the Center or Component Facility Safety and Health Office(s), if in the judgment of the supervisor; the abatement of the condition will not be possible within 30 calendar days. The plan shall contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect employees.
  - [OQE – Abatement Plan](#)
- Issues written reports and Notices of Unsafe or Unhealthful Conditions within 15 days for safety violations or not later than 30 days for health violations following inspections by the Safety and Health Inspector.
  - [OQE – NASA Form 1390](#)

#### ▶ [Safety and Health Inspector](#)

- Annually inspects all areas and operations of each workplace, including office operations, to recognize and evaluate hazards of the working environment.
  - [OQE – Written Inspection Report](#)
- Informs affected employees and supervisors of dangers that could reasonably be expected to cause death or serious harm.
  - [OQE – Oral Report/Written Inspection Report](#)

#### ▶ [NASA Center or Component Facility Safety and Health Office](#)

- Conducts inspections within 24 hours for employee reports of imminent danger for potentially serious conditions, and within 20 working days for other than serious safety and health conditions. However, an inspection may not be necessary if normal management action and prompt notification to employees and safety and health committees abate the condition immediately.

- [OQE – Investigation/Oral Report](#)

#### ▶ [NASA Center or Component Facilities Directors](#)

- Maintains a record or log of all occupational injuries, illnesses, or fatalities for each establishment.
  - [OQE – Occupational Injury/Illness Log](#)
- Publishes a copy of its respective annual summary of Federal occupational injuries and illnesses not later than 30 calendar days after the close of the calendar year.
  - [OQE – Annual Summary - Occupational Injuries/Illnesses](#)

#### ▶ [Designated Agency Safety and Health Official \(DASHO\)](#) maintains records and reports for five years following the end of the fiscal year to which they relate.

- [OQE – Occupational Injury/Illness Health Record Inventory](#)

### Process Check

#### ▶ [Safety and Health Inspector](#) rectifies deficiencies within 30 days, requires written notification indicating the corrective action and associated cost, along with verification of proper abatement by the safety and health office(s).

- [OQE – Abatement Plan](#)